

## **POSITION DESCRIPTION**

**Town of Needham**

**Job Family: Mechanic**

**4/02**

The following description outlines the essential tasks performed by employees classified in the Equipment Mechanic job path. The duties contained herein are not intended to be all-inclusive, but rather are a general statement of responsibilities.

### **Equipment Mechanic**

#### ***Examples of Duties***

Repair and maintain a variety of gasoline and diesel motorized vehicles and equipment; rebuild and overhaul engines, motors, hydraulic systems, and plowing and sanding equipment; repair, replace or fabricate metal parts; and perform vehicle inspections and affix state inspection stickers.

May perform complex repairs involving electronics, computerized equipment and special fabrication of parts and components; perform skilled work including use of heavy and light hydraulic and motorized equipment; operate gas and electric powered welding equipment; and serve as lead person on a work crew.

Provide on-call duties during snow emergencies operating snow plowing, removal, sanding and salting equipment; assist other DPW divisions and Town departments as required; and endeavor to continuously improve the services provided to the taxpayers.

Maintain work area and equipment in safe and operable condition, adhering to all applicable safety and health rules and regulations; provide assistance to contractors as directed; and provide on-call emergency assistance.

#### ***Required Licenses***

Valid Mass. Drivers License; CDL and appropriate certifications, endorsements and training.

#### ***Required Experience***

Position Requires three to five years of relevant experience.

#### ***Required Knowledge/Skills***

Position requires general knowledge equivalent to the completion of four years of high school and additional, specialized training courses in auto mechanics.

#### ***Physical and Environmental Standards***

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

### **Master Mechanic**

In addition to the basic Equipment Mechanic duties, employees classified as Master Mechanic may also:

Inspect and supervise maintenance and repair of motorized equipment; act as Division Supervisor in absence of supervisor; and make recommendations regarding future repairs and maintenance projects and the means and methods of continuously improving services to the taxpayers.

Train, supervise and provide input into evaluation of staff; ensure compliance with applicable safety and health rules and regulations; inspect and monitor outside contractors engaged in construction and repair activities; and prepare logs and reports.

***Required Licenses***

Valid Mass. Drivers License; CDL; Class C Hoist Engineer's License, and appropriate endorsements.

***Required Experience***

Position requires five to seven years of relevant experience.

***Required Knowledge/Skills***

Position requires general knowledge equivalent to the completion of four years of high school and additional, specialized courses, as well as supervisory skills.

***Physical and Environmental Standards***

Same as Equipment Mechanic.